

SINGLE PRESCRIPTION AND ADMINISTRATION RECORD FOR SCOTLAND (SPARS) WORKING GROUP

6 July 2011, 2:00 – 3:30 pm

Sir John Crofton Room, Royal College of Physicians of Edinburgh

MINUTES OF MEETING

Attendance:

Neil Dewhurst – President, Royal College of Physicians of Edinburgh

Korina Leoncio – Administrative Assistant, Royal College of Physicians of Edinburgh

Simon Maxwell – Professor of Clinical Pharmacology, Edinburgh University

Ruth Miller - Medicine Management Nurse, NHS Highland

Charles Sinclair – Scottish Government/Nursing Officer: Acute Care (TBC)

Vicky Tallentire – Fellow in Medical Education, Edinburgh University

Angela Timoney (by telephone conference) – Chair, Directors of Pharmacy

Apologies:

Michelle Caldwell – Director of Pharmacy, NHS Ayrshire & Arran

Beccy Hale - FY Doctor, NHS Fife

Alister Maclaren – Lead Pharmacist, Clinical Governance, NHS Greater Glasgow & Clyde

Rose Marie Parr - Director of Pharmacy, NES

Laura McIver – Chief Pharmacist, NHS HIS

Charles Swainson – Chair, Scottish Patient Safety Programme

Brian Robson – Medical Director, NHS QIS

Alice Wilson - Associate Nurse Director

1. Welcome and introductions

The meeting attendees introduced themselves. Simon Maxwell welcomed a new member of the working group, Ruth Miller.

2. Apologies

Apologies were noted.

3. Minutes of previous meeting – Enclosure 1

The draft minutes of the previous meeting was reviewed. 'Datex' was identified as incorrectly spelt and should be replaced with 'Datix'. Otherwise there were no other issues raised with the draft minutes of the previous meeting.

4. Matters arising

The action points arising from previous meetings were reviewed and the following comments were made:

- a) Simon Maxwell mentioned that he had not yet heard further from Brian Robson, Laura McIver or Rose Marie Parr regarding action points 11, 12 and 13 arising from the last meeting. Simon Maxwell said he would follow up the progress of these actions points with Brian Robson, Laura McIver and Rose Marie Parr.

ACTION: Simon Maxwell to contact Brian Robson, Laura McIver and Rose Marie Parr to follow up the progress of their action points from the last meeting.

- b) Simon Maxwell also mentioned that he did not hear any further comments regarding the business case.
- c) Korina Leoncio and Simon Maxwell drafted a letter to be distributed to consultees regarding the Academy of Medical Royal College's report, a copy of which was tabled at the meeting.
- d) Simon Maxwell said that 20 Scottish prescription charts were collected for the purposes of the survey of Scottish charts.
- e) Simon Maxwell said that he had met with Beccy Hale and Vicky Tallentire to discuss a proposed consultation of junior doctors.
- f) Charles Sinclair said that he was waiting to hear from Andrew Wilkie regarding opportunities for the SPARS group to appear at the NHS conference in August. Charles Sinclair said that there may be opportunities to have a poster at the event, speak during the break out sessions or have the SPARS group mentioned in with the talk of a speaker. He said that patient safety will undoubtedly feature during the conference.

Simon Maxwell raised that it would be preferably for the SPARS group to have some 'air time' during the conference. He said that the purpose of

participating in the conference would be to make the work of the SPARS group more widely known and to put a convincing case of its work forward.

5. Literature search regarding unified prescription charts

Simon Maxwell briefly summarised the contents of the report on the literature search provided by Laura McIver at the last meeting. He mentioned that he had forwarded some feedback to Laura McIver regarding the report. No further comments were made by any other members at the meeting.

6. Business case to support a single chart

No comments were made regarding the progress of the business case.

Ruth Miller mentioned that she had some involvement in the development of the West of Scotland chart. She said she was uncertain whether a business case had been drawn up for it.

Angela Timoney and Simon Maxwell agreed to discuss further the issue of gaining the support of SMC and ADTCs. Angela Timoney suggested that one option could be that SPARS may be raised as an ADTC item agenda.

Angela Timoney said that the next SMC meeting is due to be held on the first Tuesday of August. Simon Maxwell said he would be on annual leave at that time and so would set aside time to discuss the matter with Angela Timoney prior to subsequent meeting.

ACTION: Simon Maxwell and Angela Timoney to discuss how to involve SMC prior to the next SMC meeting to be held on the first Tuesday of August.

7. Attributes of an optimal chart responses

It was agreed that the following should be consulted regarding the Academy of Medical Royal College's report on standards for the design of hospital in-patient prescription charts:

- Chief pharmacists
- Executive nurse directors
- Non-medical prescribing leads
- Medical directors
- Chairs of ADTCs
- Specialty groups
- Scottish academy

ACTION: Angela Timoney to provide a list of names and email addresses of chief pharmacists and chairs of ADTCs to Korina Leoncio.

ACTION: Charles Sinclair to provide a list of names and email addresses of executive nurse directors and non-medical prescribing leads to Korina Leoncio

ACTION: Simon Maxwell to contact Simon MacKenzie to obtain names and email addresses of medical directors.

ACTION: Korina Leoncio to obtain names and email addresses of Scottish representatives of the specialty societies.

ACTION: Korina Leoncio to obtain names and email addresses of Scottish Academy members.

ACTION: Korina Leoncio to receive and collate survey responses.

It was agreed that the draft letter should be amended so that survey responses are to be sent to Korina Leoncio rather than Simon Maxwell. It was agreed also that the due date of the survey be sometime in the week before the next SPARS meeting in mid-September.

ACTION: Korina Leoncio to amend the draft letter to consultees.

8. Scottish chart survey – Enclosure 2

The working group reviewed the report entitled 'Variation in the design and content of in-patient prescription records. An audit across Scottish hospitals' prepared by Paul Heron. The following comments were made:

- Angela Timoney said that Ayrshire and Arran and Lanarkshire may be using the same chart used in Greater Glasgow and Clyde. In which case, she said that the report may capture a wider scope than initially thought.
- Simon Maxwell said that there were plans to publish the paper. He said that he would invite other members of the SPARS working group to contribute to the paper if they wished. There was general support of publishing the paper.

Simon Maxwell said he spoke with Steve Jackson and said there seemed to be some interest from London of also exploring unified prescription charts within England. He said that Professor Sir Michael Rawlins of NICE has also indicated an interest in the SPARS initiative. In summary, Simon Maxwell said there seemed to be a growing national interest in developing a unified chart.

The group then discussed various other possible sources of relevant information:

- Neil Dewhurst suggested that MDDUS may offer a source of relevant information based on its caseload of complaints.
- Charles Sinclair suggested the Ombudsman may hold relevant information.
- Simon Maxwell said that the PROTECT study had provided a preliminary report.
- Ruth Miller suggested that the Procurator-Fiscal may have information regarding the legal requirements in the design of a Kardex.

ACTION: Korina Leoncio to find relevant contact at MDDUS for obtaining relevant information.

ACTION: Charles Sinclair to circulate relevant information regarding the Ombudsman.

ACTION: Simon Maxwell to investigate whether the data set from the PROTECT study indeed any errors related to failure to understand how to complete the prescription chart.

ACTION: Korina Leoncio to research relevant contact from the Procurator Fiscal to advise on the legal requirements of a Kardex.

9. Study of prescribers views of different charts – Enclosure 3

Vicky Tallentire said she had met with Simon Maxwell and Beccy Hale to discuss the development of a study to assess junior doctor's prescribing experiences and preferences on drug charts ('junior doctors study'). As a result, Beccy Hale produced the written study outline at enclosure 3 of the meeting agenda.

Simon Maxwell said that due to the potentially demanding nature of the study, he said that it would be preferable to find a suitably qualified person to dedicate his/her time to run the study on behalf of the SPARS group. The person would need to coordinate the sessions, collect the prescriptions and mark the results. Simon Maxwell said that approximately 10 to 20 sessions would be required over about 10 days.

Charles Sinclair said that funding and resources may be made available through the nursing and pharmacy groups. Vicky Tallentire suggested contacting Brian Robson regarding funding. There was general agreement from the group on taking these steps.

ACTION: Charles Sinclair to consult Bill Scott and Nursing and Pharmacy groups regarding funding or finding a suitably qualified person to run the junior doctors study.

ACTION: Simon Maxwell, Vicky Tallentire and Beccy Hale to conduct a pilot of the junior doctors study in Lothian.

ACTION: Vicky Tallentire to write to Brian Robson regarding funding of the junior doctors study.

10. Any other business

No other business was raised.

SUMMARY OF ACTION POINTS

No.	Action	To be actioned by:
1.	Follow up whether there is an opportunity for the SPARS working group to speak at the NHS conference in August.	Charles Sinclair
2.	Contact QIS about developing a SPARS website.	Simon Maxwell
3.	Speak with Jill Collinson to discuss the legal obligations that my need to be accounted for in developing a chart.	Charles Swainson
4.	Research a relevant expert on the design of the chart.	Simon Maxwell
5.	Contact NHS DOTS regarding advertising to encourage junior doctors' interest in the project.	Simon Maxwell and Beccy Hale
6.	Consult Hazel Scott of DOTS regarding the project.	Rose Marie Parr
7.	Consult Steve Jackson of KCL.	Simon Maxwell
8.	Speak with Ann Wales of the knowledge and skills network.	Rose Marie Parr
9.	Source information on how often prescribers and graduates move between health boards and locations	Rose Marie Parr
10.	Review and retrieve relevant information from Datix, national adverse event reporting and the global trigger tool.	Laura McIver and Brian Robson
11.	Provide the group with a template to produce a driver diagram.	Brian Robson
12.	Contact Brian Robson, Laura McIver and Rose Marie Parr to follow up the progress of their action points from the last meeting.	Simon Maxwell
13.	Discuss how to involve SMC prior to the next SMC meeting to be held on first Tuesday of August.	Simon Maxwell and Angela Timoney
14.	Provide a list of names and email addresses of chief pharmacists and chairs of ADTCs to Korina Leoncio.	Angela Timoney
15.	Provide a list of names and email addresses of executive nurse directors and non-medical prescribing leads to Korina Leoncio.	Charles Sinclair
16.	Contact Simon MacKenzie to obtain names and email addresses of medical	Simon Maxwell

	directors.	
17.	Obtain names and email addresses of Scottish representatives of the specialty societies.	Korina Leoncio
18.	Obtain names and email addresses of Scottish Academy members.	Korina Leoncio
19.	Receive and collate responses from survey of views regarding the Academy of Medical Royal Colleges report on standards for design of charts.	Korina Leoncio
20.	Amend the draft letter to consultees.	Korina Leoncio
21.	Find relevant contact at MDDUS for obtaining relevant information.	Korina Leoncio
22.	Circulate relevant information produced by the Ombudsman on prescribing errors.	Charles Sinclair
23.	Follow up if the written data set from the PROTECT study included difficulties in using the Kardex	Simon Maxwell
24.	Research relevant contact from the Procurator Fiscal to advise on the legal requirements of a Kardex.	Korina Leoncio
25.	Consult Bill Scott and Nursing and Pharmacy groups regarding funding or finding a suitably qualified person to run the junior doctors study.	Charles Sinclair
26.	Conduct a pilot of the junior doctors study in Lothian.	Simon Maxwell, Vicky Tallentire and Beccy Hale
27.	Write to Brian Robson regarding funding of the junior doctors study.	Vicky Tallentire